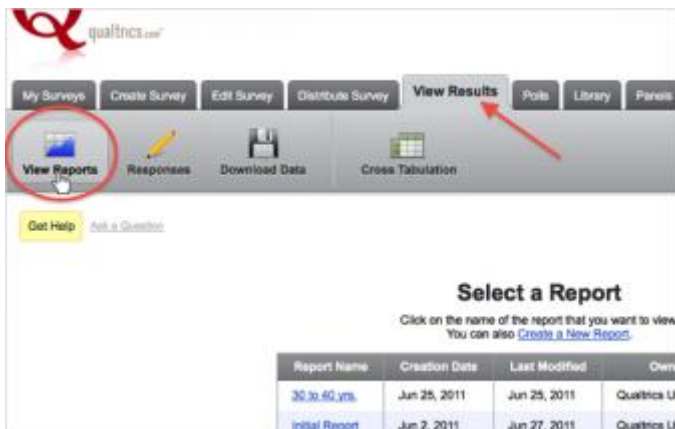


Copy Report

Create a copy of your report within your own account.

To copy your report:

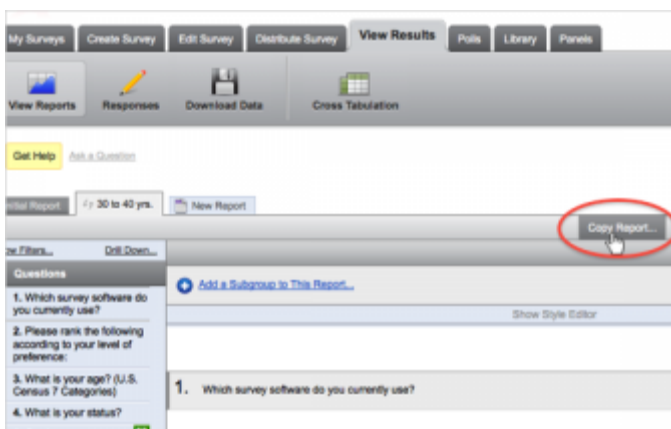
1. Click on the **View Reports** section of the **View Results** tab.



2. Select the report you would like to copy.



3. Click the **Copy Report** button in the upper-right corner of the report.



4. Give your new copy a **Report Name**.
5. Click **Save**.

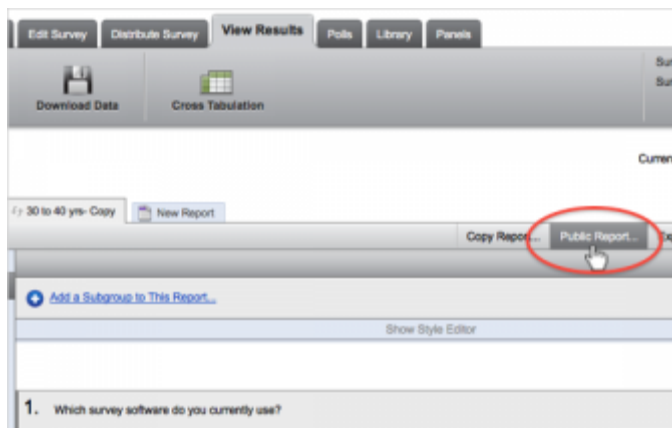


[Public Report](#)

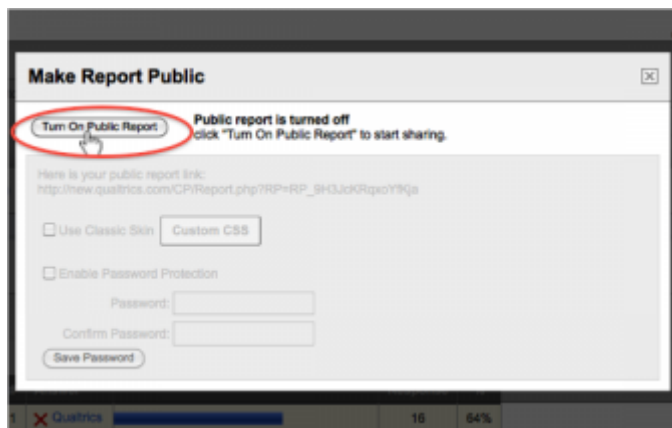
Create an online version of your report that can be accessed through the Public Report Link. Give the link to anyone you would like to have access to the report.

To create a Public Report:

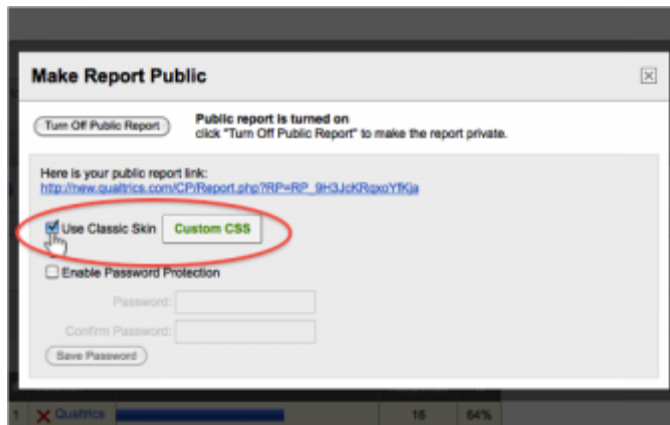
1. Click the **Public Report** button in the upper-right corner of your current report.



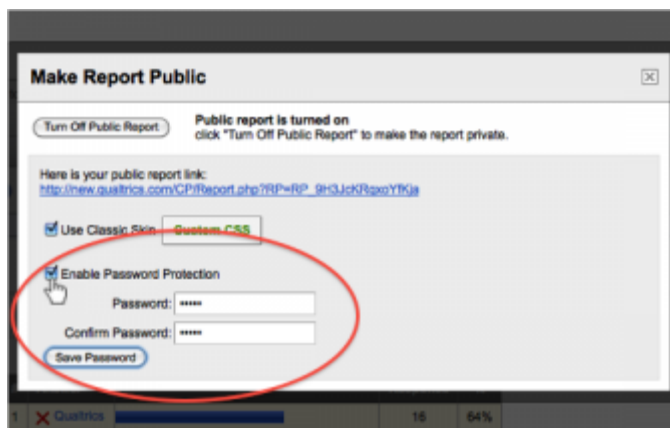
2. Click **Turn on Public Report** to enable the public version of your report.



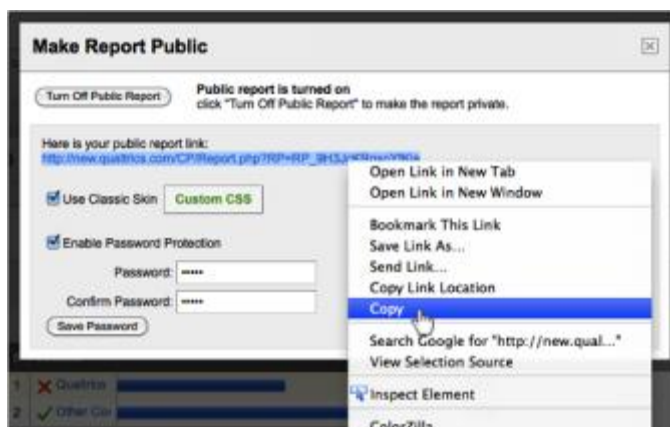
3. If desired, check the box for **Use Classic Skin** to use classic styling for your report. You can also click **Custom CSS** if you would like to apply your own CSS styles to the report.



4. If needed, click **Enable Password Protection** and enter a password to password-protect your report.



5. Copy your **public report** link and paste it into an email or website to share with others.



[Export Report](#)

Create a public version of your report that can be reached through the Public Report Link. Give the link to anyone you would like to have access to the report.

Export a copy of your report to **Word**, **Excel**, **PowerPoint**, or **PDF**. To export your report, click on the appropriate format icon in the Export Report section of the top toolbar of your current report. You can then save the file on your computer and email it to anybody that needs access to the report.

